

QUIZ MASTER CHEAT-SHEET

1. PREP & ESSENTIALS

- ✓ Bring pens & paper for participants
- ✓ Print quizzes or have a digital copy ready
- ✓ Decide timing for each round (keep it *moving*!)
- ✓ Have a backup quiz ready

2. SET THE RULES

- ✎ Explain scoring before starting
- 🕒 Timed rounds: Keep energy up with clear time limits
- ⚖️ Disputes: Quiz master has final say; check sources if needed
- 👋 Encourage fair play - no looking up answers

3. ROUND IDEAS

- 🎯 Mix question types: multiple choice, true/false, themed rounds
- 🕒 Timed rounds: Great for fast-paced fun
- 🖼️ Social/picture round: Allow participants to chat and collaborate - still keep it timed!
- ⚡ Bonus/Lightning rounds: Extra points for speed and tricky questions

4. KEEP IT FUN

- 😊 Engage the audience with humor & energy
- ★ Celebrate participation, not just winners

5. AFTER THE QUIZ

- 📋 Double-check scores before announcing winners
- 💡 Explain tricky answers